



# QUITCLAIM INITIAL SUBMITTAL CHECKLIST E-10

Development Services  
**Land Development Engineering**  
1635 Faraday Avenue  
442-339-2750  
www.carlsbadca.gov

THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Plan ID \_\_\_\_\_ Project Name \_\_\_\_\_

Permit No. \_\_\_\_\_ Project Engineer \_\_\_\_\_

- This submittal checklist is to be used for quitclaiming a Carlsbad Municipal Water District easement. For the relinquishment of a City of Carlsbad street right-of-way or public service easement, please use the Vacation Submittal Checklist.
- Submittals will be rejected if the submittal package is incomplete or current forms are not used.
- An appointment is required for the initial submittal. To schedule the appointment, call 442-339-2750 or email [landev@carlsbadca.gov](mailto:landev@carlsbadca.gov)
- Items marked with an asterisk (\*) must be completed by a licensed land surveyor or appropriately licensed engineer.
- In addition to the required hardcopies, submit PDF's of all items. See digital submittal standards on page 4.

## THE FOLLOWING ITEMS MUST BE INCLUDED IN THE INITIAL SUBMITTAL:

*All items must be submitted unless an item is marked "N/A" and initialed by city engineering personnel.*

- \_\_\_\_\_ 1. This submittal checklist
- \_\_\_\_\_ 2. Transmittal from engineer of work listing all items being submitted
- \_\_\_\_\_ 3. Completed and signed city Engineering Plancheck Application
- \_\_\_\_\_ 4. Original and three copies of letter from applicant requesting quitclaim and indicating reason(s) for quitclaim
- \_\_\_\_\_ 5. \*Two copies of the legal description of each lot. Each legal description on a separate 8 1/2" X 11" sheet, typewritten, and labeled "Exhibit A."
- \_\_\_\_\_ 6. \*Two copies of the plat (include vicinity map on plat), each on a separate 8 1/2" X 11" sheet labeled "Exhibit B"
- \_\_\_\_\_ 7. One copies of instrument dedicating original easement
- \_\_\_\_\_ 8. \*One sets of traverse calculations for metes and bounds description
- \_\_\_\_\_ 9. One copies of preliminary title report issued within 6 months of application
- \_\_\_\_\_ 10. Concurrent submittal required (as applicable): grading plans, improvement plans, map, etc.
- \_\_\_\_\_ 11. Application fee
- \_\_\_\_\_ 12. Other: \_\_\_\_\_

**COMMENTS** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUBMITTAL COMPLETE. CHECKED BY** \_\_\_\_\_ **DATE** \_\_\_\_\_



# QUITCLAIM RESUBMITTAL CHECKLIST E-10

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THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Plan ID \_\_\_\_\_ Permit No. \_\_\_\_\_  
Project Name \_\_\_\_\_  
Plancher No. \_\_\_\_\_ Project Engineer \_\_\_\_\_

THIS SECTION TO BE COMPLETED BY THE PLANCHER

Plancher No. \_\_\_\_\_ PCE Initials \_\_\_\_\_ Date \_\_\_\_\_

- Items marked with an asterisk (\*) must be completed by a licensed land surveyor or appropriately licensed engineer.
- Appointments are required for all resubmittals. To schedule the appointment call or email the city's project engineer.
- Submittals will be rejected if the submittal package is incomplete or current forms are not used.
- In addition to the required hardcopies, submit PDF's of all items. See digital submittal standards on page 4.

## THE FOLLOWING BE INCLUDED MARKED ITEMS MUST IN THE RESUBMITTAL:

- \_\_\_\_\_ 1. This resubmittal checklist
- \_\_\_\_\_ 2. Transmittal from engineer of work listing all items being submitted
- \_\_\_\_\_ 3. Copy of previous city transmittal letter
- \_\_\_\_\_ 4. All previous checkprints of legal description, plat, review checklist, and calculations
- \_\_\_\_\_ 5. \* \_\_\_\_\_ copies of the corrected legal description  
(Distribution: 1 file, 2 planchecker, \_\_\_\_\_ Other—dept.: \_\_\_\_\_)
- \_\_\_\_\_ 6. \* \_\_\_\_\_ copies of the corrected plat  
(Distribution: 1 file, 2 planchecker, \_\_\_\_\_ Other—dept.: \_\_\_\_\_)
- \_\_\_\_\_ 7. \*One copy of corrected traverse calculations signed and sealed
- \_\_\_\_\_ 8. One copy of updated preliminary title report
- \_\_\_\_\_ 9. Concurrent resubmittal required (as applicable), corrected as necessary: grading plans, improvement plans, map, other: see below
- \_\_\_\_\_ 10. Department comments: \_\_\_\_\_ CMWD District Engineer, \_\_\_\_\_ Water Operations Division,  
\_\_\_\_\_ Other—dept.: \_\_\_\_\_  
(Distribution: to indicated departments)
- \_\_\_\_\_ 11. **OTHER:** \_\_\_\_\_

**COMMENTS** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUBMITTAL COMPLETE. CHECKED BY** \_\_\_\_\_ **DATE** \_\_\_\_\_



**QUITCLAIM  
FINAL SUBMITTAL  
CHECKLIST  
E-10**

**Development Services**  
**Land Development Engineering**  
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THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Plan ID \_\_\_\_\_ Permit No. \_\_\_\_\_

Project Name \_\_\_\_\_

Plancher \_\_\_\_\_ Project Engineer \_\_\_\_\_

- Items marked with an asterisk (\*) must be completed by a licensed land surveyor or appropriately licensed engineer.
- Appointments are required for all resubmittals. To schedule the appointment call or email the city's project engineer.
- Submittals will be rejected if the submittal package is incomplete or current forms are not used.
- In addition to the required hardcopies, submit PDF's of all items. See digital submittal standards on page 4.

**THE FOLLOWING MARKED ITEMS MUST BE SUBMITTED FOR FINAL APPROVAL:**

- \_\_\_\_\_ 1. This submittal checklist
- \_\_\_\_\_ 2. Transmittal from engineer of work listing all items being submitted
- \_\_\_\_\_ 3. Copy of previous city transmittal letter
- \_\_\_\_\_ 4. All previous checkprints of legal description, plat, review checklist, and calculations
- \_\_\_\_\_ 5. \*Four originals of the corrected legal description signed and sealed.
- \_\_\_\_\_ 6. \*Four originals of the corrected plat signed and sealed
- \_\_\_\_\_ 7. \*One sets of corrected traverse calculations signed and sealed
- \_\_\_\_\_ 8. One copies of preliminary title report issued within 30 days of submittal
- \_\_\_\_\_ 9. Concurrent final submittal required, as applicable: grading plans, improvement plans, map, other: see below
- \_\_\_\_\_ 10. Department approvals: \_\_\_\_\_ CMWD District Engineer, \_\_\_\_\_ Water Operations Division, \_\_\_\_\_ Other—dept.: \_\_\_\_\_
- \_\_\_\_\_ 11. **OTHER:** \_\_\_\_\_

**COMMENTS** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SUBMITTAL COMPLETE. CHECKED BY** \_\_\_\_\_ **DATE** \_\_\_\_\_



# Digital Submittal Standards for Exhibits and Documents E-10

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Land Development Engineering  
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## Initial Submittal Standards for Exhibits and Documents

- All PDF digital submittals shall be made via OneDrive or email. Email [landdev@carlsbadca.gov](mailto:landdev@carlsbadca.gov) to coordinate digital submittal.
- Exhibits and documents submitted via thumb drive or CD will not be accepted.
- All exhibits shall be in a PDF format, with a graphic scale, and rotated so that the pages read upright.
- Exhibits shall be combined into one complete set, no individual sheet submittals
- Save files in black and white
- Scanned images are prohibited.
- Files must be unlocked and unprotected.
- Zip files are not accepted.
- Exhibits and other documents must be submitted as a separate PDF for each document type (e.g. legal descriptions, plats, title reports, calculations, reports, etc.)

## Resubmittal Standards for Plans and Documents

- All PDF digital submittals shall be made via OneDrive or email. Email the project engineer to coordinate digital submittal.
- Exhibits and documents submitted via thumb drive or CD will not be accepted.
- Specific file requirements same as initial submittal standards, see above.

## Naming Convention

The names of the PDF's shall match the name of the item on the submittal checklist, as an example:

<u>Submittal Checklist Item</u>	<u>Name of PDF</u>
1. This submittal checklist	1. Submittal checklist
2. Transmittal from engineer of work...	2. Transmittal
3. Completed and signed city application...	3. Application